



# Quick Reference Guide 5

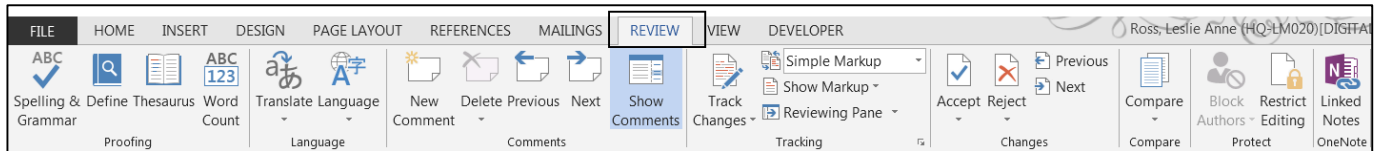
## Word 2013 for Windows

### Track Changes and Comments



Document editors have two tools they can use to show collaborators their edits and suggestions. First, Track changes and Compare are powerful tools which giving the editor the opportunity to mark changes for others reviewing the file. Insertions, deletions, moves and formatting can all be marked to show changes. Second, Comments give the editor the opportunity to insert their thoughts, suggestions or questions in the document.

#### **Review CommandTab: Proofing, Language, Comments, Tracking, Changes, Compare, Protect and OneNote**




### Track Changes

#### **Understanding Track Changes**

When you turn on Track Changes, every change you make to the document will appear as a colored markup. If you delete text, it does not disappear—instead, the text will be crossed out. If you add text, it will be underlined. This allows you to see edits before making the changes permanent so they can be shown to collaborators.



#### **Turning Track Changes On and Off**

- Click the **Review Tab | Track Changes**  or press the shortcut keystroke **CTRL + SHIFT + E**. This button is a toggle on and off.
- Click the button again to turn tracking off.

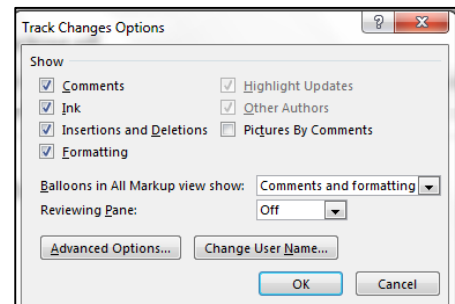
Click the **Track Changes** drop-down arrow and select **Lock Tracks** to create a password to turn off tracking. This discourages users from turning off tracking when editing the document.

#### **Modifying Track Options**

From the **Review Tab**, click the **Tracking** dialog box launcher.



The **Track Changes Options** dialog box displays (shown right).



- Click the checkboxes to enable/disable showing **Comments, Ink, Insertions and Deletions** or **Formatting**.

You can also click the drop-down arrow for **Show Markup** on the **Review Tab** to select what to show in the tracks. From the **Show Markup** drop-down menu, you can select to show tracks from specific reviewers as well.

- Click the drop-down arrow for the **Balloons in All Markup view show** field and select to show **Revisions, Nothing** or **Comments and formatting**.
- Click the **Reviewing Pane** drop-down arrow and select to show the Reviewing Pane **Vertical** or **Horizontal** or select **Off** to hide the pane.

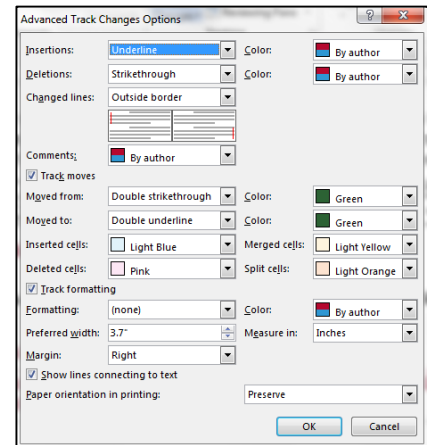
You can also click the **Reviewing Pane** drop-down arrow on the **Review Tab** to display/hide the pane.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.

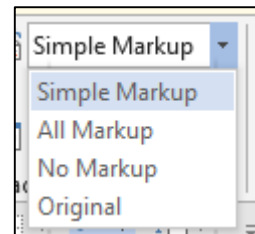
- Click **Change User Name** to open the Word 2013 **Options**. In the **Personalize your copy of Microsoft Office** fields, enter the desired **User name** and **Initials** to be associated with the tracks and comments. Click **OK**.
- Click **Advanced Options** to open the *Advanced Track Changes Options* dialg box (shown right). Adjust the marking options for:
  - Insertions, Deletions, Change lines, or Comments;
  - Track moves;
  - Color (by author or a single color for all authors);
  - Inserted, Deleted, Merged or Split Cells; or
  - Track formatting to include Color, Bold, Italics, Underline, Double Underline, Strikethrough or Double Strikethrough.



- Click **Previous** and **Next** to move change by change.

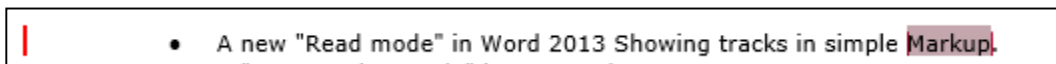
### Working with Track Changes Views

A new revision view has been added to Word 2013 called **Simple Markup**. This view shows a clean view of your document with changed lines in the border. **Simple Markup View** provides change lines animated to show or hide tracks and comments.

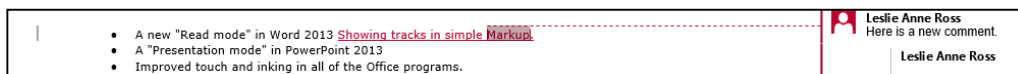


- In **Simple Markup** view, click a redline change line in the left margin to expand the thread that includes edits and comments (shown below).

#### Tracks in Simple Markup View




#### Tracks in All Markup View after clicking the Change line in the left margin




*Clicking the Redline change line in the margin switches the view from Simple Markup view to All Markup view. The change lines changes to gray when in All Markup view.*

- In **All Markup** view, tracked changes display in the text and comments in the right margin (as long as the Tracking options including showing insertions, deletions and comments).
- In **No Markup** view, the tracked changes are hidden so the document looks like tracks have been accepted.
- In **Original** view, the track changes and edits are hidden so the document looks like the tracks have been rejected.

### Accepting Changes

- From the **Review Tab** click **Accept** . The cursor moves to the first track in the file.
- Click **Accept** again to accept the track.
- Click the **Accept** drop-down arrow to select from various acceptance options:
  - Accept and Move to Next;
  - Accept this Change
  - Accept All Changes; or
  - Accept All Changes and Stop Tracking.

### Rejecting Changes

- From the **Review Tab** click **Reject** . The cursor moves to the first track in the file.
- Click **Reject** again to reject the track.
- Click the **Reject** drop-down arrow to select from various rejection options:
  - Reject and Move to Next;
  - Reject this Change;
  - Reject all Changes; or
  - Reject All Changes and Stop Tracking.




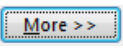
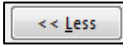
## Compare and Combine

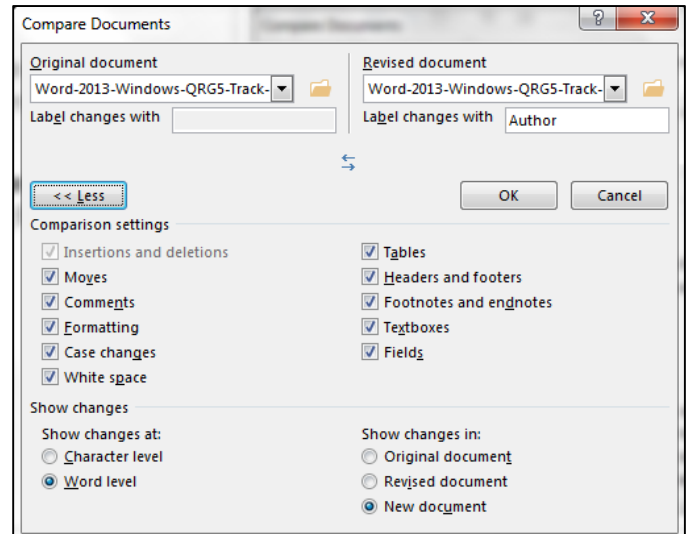
Use **Compare** when you have two versions of the same file, an original and a revised, and you want to mark the differences between the two documents. This tool creates a third file containing the track changes. Compare is used when there are no tracks in the two files being compared.

Use **Combine** when you have two versions of the same file, both containing tracks, and you want to merge the tracks into a single file.

### Compare

You can compare two open files, two closed files, or an open file to a closed file. However, you can only compare two files at time.

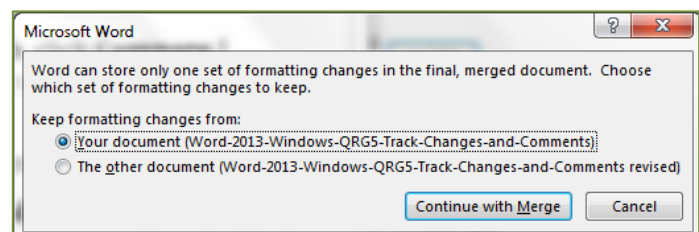
- From the **Review Tab**, click **Compare | Compare**. The *Compare* dialog box displays (shown right).
- Select the original documents to be compared:
  - Click the **Original document** drop-down arrow to select from a recent list of edited documents.
  - Click  the **Search** to locate the file. The *Open* dialog box displays. Locate the file and click **Open**.
- Select the revised document to be compared:
  - Click the **Revised document** drop-down arrow to select from a recent list of edited documents.
  - Click  **Search** to locate the file. The *Open* dialog box displays. Locate the file and click **Open**.
- If desired, click  **Switch** to flip the two documents so the revised is now the original and vice versa.
- Click  **More** to display the **Compare settings** and **Show changes** options (shown in the screenshot above). Once clicked, the **More** button displays as  **Less**.
- Select the desired tracking in the **Compare settings** and **Show changes** options.
- Click **Ok** to run the comparison. A new document will open showing the tracked changes.



### Combine


- From the **Review Tab**, click **Compare | Combine**. The *Combine* dialog box displays. The *Combine* dialog box and the *Compare* dialog box are identical. Refer to the screenshot above.
- Follow the **Steps 2-7** above.

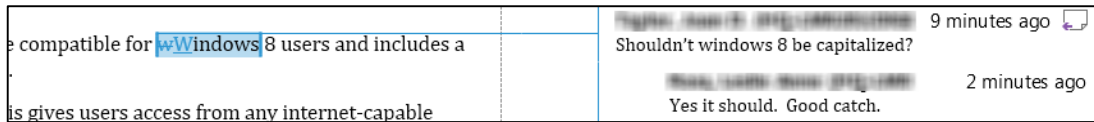
*When combining changes from two files, Word can only store the formatting changes from one of the two documents. If you compared formatting in the documents to be merged, the following dialog box displays. Select the file for which you want to keep the formatting. Click Continue with Merge.*



## Comments

Comments allow collaborators to add their thoughts, suggestions or questions to a document. Comments display as threaded conversations and are associated with the person who enters them (shown below). A

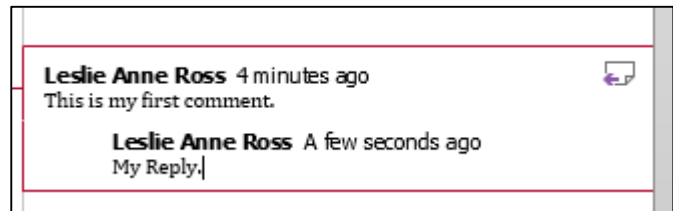
The **Reply** button  enables collaborators to associate a reply to an existing comment.




### Inserting Comments

From the **Review Tab**, click **New Comment**. The Comment is inserted at the point of your cursor and displays to the right of the document (as shown in the screenshot).

*If the Comment does not display, it may not be enabled in the Show Options. Click Review Tab | Show Markup | click Comments to show them while editing.*



- To reply to a Comment, click  **Reply**. The new comment will be shown as a threaded conversation indented under the original comment (shown above).



- Click **Previous** and **Next** to move between Comments.

### Communicating with Commenters from the File

You can send an instant message or email to the Commenter directly from the file with the Lync integration.

*You must be logged into Lync for the integration to be available.*

- Hover your mouse over their Commenter's name in the margin and then right-click to display the shortcut menu.
- Click **Open Contact Card**. The Commenter's Contact Card displays.
- Click the appropriate button to instant message, e-mail, or Lync call the Commenter.

*IM conversations will be added to the document and display in the Comments associated with the relevant text.*

### Deleting Comments

- Click your cursor either directly before or after the comment to be deleted.



- From the **Review Tab**, click **Delete** to delete the Comment.

*To delete all comments at one time, click the Delete drop-down arrow and select either Delete All Comments Shown, or Delete All Comments in Document.*